

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**  
**Office of the Personnel Commission**  
Regular Meeting of the Personnel Commission  
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

March 17, 2011 – 4:00 p.m.

***MINUTES***

**1. OPENING CEREMONIES**

Ms. Katherine Infantino, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

**2. ROLL CALL**

Katherine Infantino, Chairperson  
Kenneth L. Wayman, Vice-Chairperson  
Thomas W. Henderson, Commissioner  
Nora A. Roque, Director of Classified Personnel

**STAFF PRESENT**

Christi Winslow, Personnel Analyst  
V-Esther Caldwell, Administrative Assistant/Confidential – Personnel Commission

**VISITORS PRESENT**

Sandy Welch, CSEA  
John Caldecott, Executive Director, Human Resources  
David Johnson, CSEA

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for March 17, 2011 as submitted. Mr. Henderson seconded the motion and it carried.

**4. APPROVAL OF MINUTES**

Mr. Henderson requested that the title which appears next to his name in the minutes be corrected.

Mr. Henderson moved to approve the minutes of the regular meeting of February 17, 2011 as amended. Mr. Wayman seconded the motion and it carried.

**5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION**

There were no presentations to the Personnel Commission.

**6. RATIFICATION OF VACANCY ANNOUNCEMENTS**

Mr. Wayman moved to ratify the following vacancy announcement(s) as submitted. Mr. Henderson seconded the motion and it carried.

- a. Bus Driver Trainee

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Mr. Henderson moved to approve the certification of the following eligibility list(s) as submitted. Mr. Wayman seconded the motion and it carried.

- |    |  |       |
|----|--|-------|
| a. | Executive Assistant – Confidential             | 41-11 |
| b. | Preschool Site Facilitator                     | 42-11 |
| c. | Instructional Assistant – Extended Day Program | 43-11 |
| d. | Teacher Assistant – Bilingual                  | 44-11 |
| e. | HVAC/R Technician                              | 45-11 |
| f. | Health Assistant                               | 46-11 |
| g. | Office Assistant II                            | 47-11 |
| h. | Teacher Assistant                              | 48-11 |

**8. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER**

Mr. Wayman moved to approve the designation of Mr. Joseph F. Gentile as the Hearing Officer. Mr. Henderson seconded the motion and it carried.

**9. PERSONNEL DIRECTOR**

Ms. Nora A. Roque, Director of Classified Personnel highlighted the following items:

- Attended the CSPCA Annual Conference in Sacramento, CA on February 25<sup>th</sup> and 26<sup>th</sup>.
- Newport Beach Chamber of Commerce Mentor for a Day program will be held on March 24, 2011
- ACES Day is scheduled for May 19, 2011 (Appreciate Classified Employees' Service Day). Ms. Roque explained the purpose and activities of the day and invited the Commissioners to participate. More information will be furnished to the Commissioners as the date of the event gets closer.
- Super Stars Awards Presentation and Reception will be held May 10, 2011 at 6:00 p.m. Ms. Roque requested that the Commissioners check their availability to be present and assist in presenting staff awards.

**10. CLOSED SESSION**

None Scheduled

**11. NEXT MEETING DATE:** April 14, 2011 at 4:00 p.m. **ADJOURNMENT:** 4:06 p.m.